

JOB DESCRIPTION/SCOPE OF WORK

Position	: Government engagement, Short-term Consultant
Project:	: USAID's Vietnam Action Against Plastic Pollution
Period of Performance	: January – April 2024
Level of Efforts	: 30-32 days
Number of Consultants	: One

1. Background

The "Vietnam Action Against Plastic Pollution" Project (hereby called "the USAID's VnAAPP Project" or "the Project") is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Project are (i) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM); (ii) supporting scalable, demonstrated Single Used-Plastics-Products (SUP) reduction measures; and (iii) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR).

The USAID's VnAAPP Project is a technical assistance project using the Official Development Assistance (ODA) fund from the Government of the United State of America and the United State Agency for International Development (USAID) is the Donor. From Vietnam, the Ministry of Natural Resources and Environment (MONRE) is the Managing agency, and the Pollution Control Department (PCD) is assigned as the Project Owner. Chemonics International Inc. (Chemonics) is the Implementing agency appointed by the Donor who shall implement the project in partnership with three local organizations: the Centre for Marine Life Conservation and Community Development (MCD), the Centre for Supporting Green Development (GreenHub) and the e-Policy Consulting Company Limited (e-Policy). The project has an expected implementation period from 2022 - 2027.

The USAID's VnAAPP Project seeks applications for one (01) short-term consultant to provide support on engagement with relevant government agencies at central levels and assurance of compliance of Vietnamese policies and laws for the project establishment including the project document approval process.

2. Overall objective

The consultant is responsible for working with the USAID's VnAAPP Project and its implementing partner - the Ministry of Natural Resources and Environment (MONRE) and relevant ministries such as Ministry of Planning and Investment, Ministry of Finance and other agencies to promote the understanding and potential impacts of the Project as well as to facilitate responses and compliance during the review and approval process of the project document.

3. Key tasks and Responsibilities

Under the supervision of the Deputy Chief of Party (DCOP) and in consultation with key MONRE counterparts, the consultant will be responsible for the following:

- Coordinate with MONRE's relevant agencies to present about the USAID's VnAAPP Project, its objectives, expected results and impacts to various ministries and agencies engaging in the project document review and approval process.
- Coordinate with DCOP whenever there is reason to do so, e.g., for long-term planning, for additional short-term planning, for any change or disturbance of the planning, or when milestones are reached or missed.
- Advise on the strategies to ensure legal compliance in terms of ODA project establishment and implementation.
- Assist in data collection and justification in response to questions from relevant reviewing authorities.
- Advise on needed changes in the technical design of the project document.
- Support the approval process via technical meetings, consultation workshops, and other tasks as required.
- Provide immediate verbal updates to the DCOP whenever there is a step of progress made; and whenever a planned milestone is missed.
- Develop written reports by every Friday afternoon during the working period; and immediately write a written report when DCOP or COP requests to do so (see also 4 hereunder).

4. Deliverables

Monthly report(s) on the working performance, attached with briefing notes of meeting attended, documentation of information and materials collected, or responses to government agencies, or revised versions of the project document (if any). Other than this, the consultant shall provide writing updates when there is an important situation change, new requirement from relevant agencies or any work progress. The report(s) should be in Vietnamese with a summary in English.

5. Locations

Most of the tasks and responsibilities are expected to be conducted in Hanoi. Travel, if required, will be approved in advance by the Project.

6. Requirement of qualifications

The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the assignment.

- Master's degree in relevant fields (Environmental Science/Engineering, Laws, or Public Administration)
- Minimum 5 years of relevant professional experience in the environmental sector.
- Prior working experiences within Government's agencies, MONRE preferably.
- Demonstrated ability to work productively within a team.
- Possess excellent organizational and multi-tasking skills.
- Fluency in Vietnamese and English.

7. Integrate gender equality, youth, social inclusion, and branding

The consultant will comply with the requirements and/or guidelines of the project on integrating gender equality, youth, social inclusion, and branding (details will be provided along with the consultant contract).

8. Remuneration

The successful consultant will be paid an agreed remuneration based on the scope of work and the consultant's qualifications and experience, and Chemonics policies. The consultant will be entitled to other payments in accordance with Chemonics' policies. Remuneration will only be paid when the tasks are completed, and submitted deliverables are approved.

9. Monitoring and evaluation of deliverables

The Project will evaluate the draft(s) and final deliverables by the consultant, based on the following criteria:

- Use the project's report template and meet general standards for quotes, citation, and branding.
- Content focuses on work areas as required in the SOW and contract.
- Identify the intended target audience/readers of the report and how the target audience might use this report/deliverable.
- Explain the work and report writing methods, the process of implementing and performing tasks, the process of collecting and using information, the engagement of relevant stakeholders in the process.

10. Coordination and monitoring

The consultant will work in collaboration with the USAID's VnAAPP Project and PCD officials and will report on the progress and completion of the work as well as answer relevant questions to the designated staff and PCD. The deliverables will be submitted to the Project and will be shared with relevant partner agencies for review. The Project's Chief of Party or his authorized representative will approve the final deliverable(s).

Application Instructions

Please send your CV/resume and cover letter to VnAAPPRecruitment@chemonics.com by **January 26, 2024**. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.